



*“Advancing and Stretching
Your Knowledge”*

Human Resource Institute

HR Systems Courses

Courses:

Contact Hours:

| | |
|--|------|
| Advanced Access | 3.25 |
| Advanced Data Analysis, Databases, Etc. | 6.5 |
| Advanced Excel | 3.25 |
| Advanced Human Resource Systems | 6.5 |
| Advanced Internet Skills and Web Search Engines | 6.5 |
| Advanced PowerPoint | 6.5 |
| Automated Systems and Integration | 13 |
| Intermediate Access | 3.25 |
| Intermediate Excel | 3.25 |
| Intermediate Word | 3.25 |
| Systems Requirements/Specifications and System Thinking | 6.5 |
| User/Developer Interaction | 3.25 |
| Website Development/Maintenance | 6.5 |